United Nations ST/AI/2011/4/Amend.2

Secretariat

31 March 2014

Administrative instruction

Education grant and special education grant for children with a disability

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2011/4 entitled "Education grant and special education grant for children with a disability".

2. Section 5.1 is replaced with the following text:

Section 5
Prorating of amount of the grant

5.1 The amount of the grant relating to expenses for school attendance, including the flat sum for board and the fixed rate for books, shall be prorated in the following circumstances:

(a) Where the period of school attendance covers less than two thirds of the school year, the amount of the grant shall be prorated on the basis of the period of attendance compared to the full school year;

(b) Where a staff member eligible for education grant at the beginning of the school year separates from service and the period of eligible service covers less than two thirds of the school year, the amount of the grant shall be prorated on the basis of the period of eligible service compared to the full school year;

(c) Where a staff member's service with the Organization, or eligibility for education grant, commences after the beginning of the school year, the amount of the grant shall be prorated on the basis of the period of eligible service compared to the full school year. No expenses relating to the period of school attendance prior to the date of appointment of a staff member, or date of eligibility for education grant, shall be reimbursed.

3. The present instruction shall enter into force on the date of its issuance.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

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